CHAPTER 2: KOU-KAMMA MUNICIPALITY HUMAN RESOURCES & ORGANISATIONAL MANAGEMENT

2.1 Organisational Structure

The municipality's organisational structure consists of the following four departments under the umbrella of the Municipal Manager's office:

- Corporate Services
- Financial Services
- · Technical and Infrastructure Services
- Community Services

The Municipal Manager's Office holds the accountability and responsibility for the effective, efficient and sound financial administration of the Koukamma Municipality. It also provided executive support to the political structure through administrations and also focuses on HIV & AIDS, Disaster Management, Performance Management and Capacity Building.

The total number of staff employed in each of the four departments on the organisational structure is as follows:

Department	Number of Employees
Office of the Municipal Manager	3
Finance	28
Corporate Services	13
Technical and Infrastructure	82
Community Services	26
TOTAL	152

Employee Related Costs

	2004/2005	2005/2006	2006/2007
	R	R	R
Actual			
Salary Budget			
Total Budget			

Total Money owed to the Municipality by Staff:

2.2 Skills Development Progress Report

The Workplase Skills Plan for the 2006/07 financial year has been adopted and the implementation report for 2005/06 has been submitted to LGWSETA as required by the Skills Development Act.

For the period July 2006 to June 2007, the following progress has been maded with regards to skills development as projected by the Workplace Skills Plan:

Employment profile Total number of employees in the Municipality as at 30 June 2007

					Rac	a				L				Ag	Age categories	ories						DWD	0
Code	Employment category	rica	-	nred	dia	White		otal	Total	•	20	21-30	31	-40	41-50		+ 51		Total	Total	2	L	Toda
		N.	Z	ĮL.	M	Σ	L.	M	100	Z	ı	M	F F	F	M	T.	M	2	1	lotal	E	_	lota
1. Legislators																							
	Executive Mayor			-			-	0		0		-			-	-			L		0		_
	Mayor		1				-		0	1									1 0		-		
1112	Local Government Legislators (Councillors)	n	-	2		-	4	40	4	6					0	C.	0	-	75		-		
1113	Traditional Leaders & Heads of Villagés									0							,				0 0		
	Other (specify below)																						
	SUB-TOTALS	67	1 2	2	0	0	-	0 9	0 0 4	0 0	0	0	0 2	0	2	en	2	+	0 0		0		-
1. Directors an	Directors and Corporate Managers																						
11131	City/Municipal Manager	1		-	-		-	-		+		-			-	-	-		1 0		7		
11133	General Managers								0	0					-				0 0		0		0
1211	Corporate Services Managers						-	0		1		_		-	-						1		0
1212	Finance Managers	_		_						0						_	_		0 0		0		0
1213	Human Resource Managers									0						_			0 0		0		0
1214	Policy and Planning Managers																		0 0		0		
1221	Engineering Managers					2			0	2					1	-	1		2 0		2		
1222	Construction Managers														-		_		0 0		0		0
1231	ICT Managers							0								_	_				0		
1251	Health, Welfare and Education Service Managers																		0		0		0
12922	Commissioned Fire Officer			-				0	0 0	0						-			0		0		0
12923	Commissioned Police Officer (Metro/Traffic Police)																		0		0		0
12991	Laboratory Managers			-				0	0	Ē						_					0		0
12992	Environment, Parks and Land Care Managers																						_
12993	Sports Administrator or Manager							0	0 0	0			_						0 0		0		0
12994	Arts Administrator or Managers																				0		0
1491	Sport and Recreation Managers															H			0 0				
1492	Customer Services Managers								0 0										0 0		0		
	Other (specify below)						+									+							
				+	-		+					-			-	+	-		0				
	SUB-TOTALS	1	1 0	0	0 0	1 2	1	4	1	5 0	0	0	0 0	1	3	0	-	0	4		5 0	0	

Employment profile Total number of employees in the Municipality as at 30 June 2007

Code 2. Professionals Corporate	- · · ·			-	,					<	Age categories	es			_		
2. Professionals Corporate	Employment category	rica	on	dia	White	Total	Total	- 20	21-30	31-40	41-50	+51	Total	1	+		-
2. Professionals		₹	M.	E E	M	MF	Total	M F	M F	W F	Z.	N.	M	0	Σ	_	lotal
Corporate																	
Corporate	Core Admin						0						0	0	0	L	
Services .	Core Finance					0 0							0	0	0		
2010101	Legal						0						0	0	0		
	IL												0	0	0		
	Procurement													0	0		
HR and Training													0	0	0		
	Property Valuation													0	0		
Financial	Rates													0	0		
Services	Billing													0	0		0
	Client Services													0	0		0
	Parks													0	0		0
	Commiunity Facilities													0	0		0
Community	Libraries													0	0		0
Services	Recreation Centres										_			0	0		0
	Primary Health Care Facilities													0	0		0
	Cemetries													0	0		0
Environmental	Environmental Health													0	0		°
Management	Pollution Control					0 0								0	0		0
1000	By-laws														0		0
restar	Licensing														0		0
cy	Fire & rescue					0 0	0						0	0	0		0
	Disaster Planning and														0		0
Community	Public Safety														0		0
	Traffic Management												0		0		0
Public Transport						0 0							0		0		0
Municipal	LED/IDP/Urban Planning					0 0	0						0	0	0		0
Planning	Land use management										-		0		0		0
Housing		1				0 0							0		0		0
	Roads and Stormwater						0						0	0	0		0
Technical	Solid Waste and Landfill					0 0	0						0		0		Q
Services	Water supply and waste water						0						0		0		0
	Electricity					0 0	0						0	0	0		0
	SUB-TOTALS	0 0	0 0	0 0	0 0		0	0 0	0 0	0 0	0 0	0	0 0		0 0	0	0

27

Employment profile Total number of employees in the Municipality as at 30 June 2007

				Rac	en en						1	Age calegories	gories				-		DWD	
Code	Employment category	.91	Colou	dia	White	Total	Total	- 20	21-	1-30	31-40	41-50	20	+51	Total	-		-	_	
		M	M	N F	MF	M	lotar	2	2	ш	T .	2	1	1	M	44	Total	Ξ	_	Total
3. Technicians	3. Technicians and Trade Workers																	1	1	
	Core Admin					L		-	F	-	-		-	-	Į.	-	0	-	ŀ	6
Cornorate	Core Finance					L					-		-	-	0	-	0	+		0
Services	Legal					0 0	0	-					-		0	90	0		+	7
COLVICO	IT				+	L							-	-	-	0	7	+	-	0
	Procurement					L				+			+	+	- 0	0	- 0	-	+	9
HR and Training						L		+	T	+	+	1	\dagger	+	0	9	9	+	1	٦
	Property Valuation					L		-		+	-		+	-	0	9 0	2 0	+	+	9
Financial	Rafes					0 0	0		-	+	-		+	-	0 0	0	0 0	+	1	
Services	Billing					L		+		1	-			-	0	0	0 0	+	-	0
	Client Services							-		+	-		+	-	0	0 6	0	1	+	9
	Parks					L		\mid	1	+	+		+	+	1	9 6	0	+	+	0
	Community Facilities					L		-		-	-		+	+	0	0 0	0	+	+	9
Community	Libraries							-		1	-		+	-	0	0 0	0	+	+	9
Services	Recreation Centres									+	-		-	-	0	0	0 0	1	+	0
	Primary Health Care Facilities					0		-	-		+		-	-	0	0	0	+	+	0
	Cemetries									-	-		+	-	9 6	0 0	0	+	+	9 0
Environmental	Environmental Health					L		-		+			-	-	, ,	0	0	+	+	1
Management	Pollutíon Control					0 0				-			-		0	0	0	+	+	0
1 000	By-laws							-		-	-		+		0	0	-	+	+	1
refign	Licensing														0	,	0	+	+	0
Emergency	Fire & rescue							+		1			-		-	0	0	+	+	1
Services	Disaster Planning and					0 0		-		-			+		0	0	0	+	+	C
Community	Public Safety							-		-	-		+	F	0	0	0	+	+	9
Safety						0 0		-		-	-		+		0	0	0		+	9 0
Public Transport						L				-			-	-	6	0	e	+	+	0
Municipal	LED/IDP/Urban Planning									+			+		0	è	0	+	+	10
Planning	Land use management					0 0				-					0	0	0	-	-	0
Housing			1							-	-		\vdash		-	0	-	+	+	9
	Roads and Stormwater					0 0		H		-			-		0	0	0	-	H	10
Technical	Solid Waste and Landfill						0								0	0	0	-	-	0
Services	Water supply and waste water					0 0							-		0	0	0		-	Q
	Electricity									-					0	0	0		-	0
	SUB-TOTALS	0 0	1 0	0 0	1 0			0	0 0	0	1 0	0	0	1 0	2	0	7	0	0	0

Employment profile Total number of employees in the Municipality as at 30 June 2007

					Race	p .							Ac	Age categories	ies				-		DWD	
Code	Employment category	African	Coloured	_	Indian	White	Total	-	-	- 20	21-30	L	31.40	41-50	+	5.4	Total	-	-	H		
		M	M		ш	M	M	L	Total		M	-	4	Z Z	M	u.		To To	Total	Σ	11.	Total
4. Community	4. Community and Personal Service Workers																					
	Core Admin					L	0	0	0	L		-					0	0	0	H		-
Comorato	Core Finance						0	0	0	_							0	0	0			
Confee	Legal						0	0	0								0	0	0			
OE! AICES							0	0	0								0	0	0			
	Procurement						0	0	0								0	0	0			
HR and Training				L			0	0	0	-		-					0	0	0	-	r	
	Property Valuation		-	-		_	0	0	0	L		-		-			0	0	0	-		0
Financial	Rates						0	0	0			-					0	0	0			0
Services	Billing						0	0	0			_		_			0	0	0			0
	Client Services						0	0	0								0	0	0			0
	Parks					-	0	0	0			_					0	0	0	_		0
	Community Facilities						0	0	0			H					0	0	0			0
Community	Libraries	1		1			2 1	63	4			1	1 1			1	1	60	4			0
Services	Recreation Centres			_			0	0	0								0	0	0			0
	Primary Health Care Facilities						0	0	0								0	0	0	-		0
	Cemetries	_		-			0	0	0								0	0	0			J
Environmental	Environmental Health	1					0	1	*			-		_			0	1	1			O
Management	Pollution Control						0	0	0								0	0	0			0
-	By-laws			H		H	0	0	0	L		H		H			0	0	0	-	-	٥
Legal	Licensing						0	0	0					_			0	0	0	-		0
Emergency	Fire & rescue	1	+				2	0	2		1			1			2	0	2		-	0
Services	Disaster Planning and						0	0	0			Н					0	0	0			0
Community	Public Safety	2	1				3	0	3	_	1		1		7.		3	0	3			0
Safety	Traffic Management	4	3	_		1	1 8	1	6		1		4 2	2			7	2	6	-	-	9
Public Transport							0	0	0			Н					0	0	0			٥
Municipal	LED/IDP/Urban Planning	1					1	0	1						+		-	0	-			٥
Planning	Land use management						0	0	0			-		-			0	0	0			٥
Housing							0	0	0								0	0	0			٥
	Roads and Stormwater						0	0	0								0	0	0		1	
Technical	Solid Waste and Landfill						0	0	0			-					0	0	0	1		0
Services	Water supply and waste water			Н			0	0	0			-					0	0	0	-	-	0
	Electricity						0	0	0			-					0	0	0	-	-	٩
	SUB-TOTALS	9 1	2	1	0 0	-	3 15	10	20	0 0	3	2	6 3	3	0 2	-	14	9	20	0	0	0

Employment profile Total number of employees in the Municipality as at 30 June 2007

							Contract																			
Code	Employment	A	A Saidan	2000	7	1	Vace	18.00	-								Age ca	Age categories	S						PWD	
200	Chippoyment category	Y :	URS	2000	Cotoured	Indian		White		Total	Total	- 20		21-30		31-40	4	41-50	+ 5	- E	Total		-	:	-	
		N.	L.	Σ	Ŀ	2	<u>.</u>	M	2	ı	1000	Z	1	M	2	4	2	L.	3	ı		ш	Total	×	L.	Total
5. Clerical and	Clerical and Administrative Workers															1							-	1	1	
	Core Admin		5		4		-	-	-	2 10			-	-	5		2 1			=	F	o	45	-	İ	ľ
Corporate	Core Finance	-	-	5	-		-		-		6		+	-	-	100		0		+	ru	2 6	10	-	1	
Services	Legal									0 0			-		-		-			-	0 0	70	0	+		- 0
	11						H			0 0	0				-						0	0	0	1		
	Procurement						-	-							-	-				1	0	0	0	-	1	
HR and Training					-		-	H	L				+	+	-	-	1		1	+	,	4	7	+	1	
	Property Valuation		-				-						+	+	+	-			1	+	0	-	. 4	+	1	9
Financial	Rates	4	3	2						6 5	-		-	-	2	65	- +		1	1	u	- 62	- 7		1	
Services	Billing		-		3		-			0 4			-	1				-		-	0 0	2 4		1	+	0
	Client Services	4			-			-			2		-	-	-	1	1 -			-	0	10	t 0	+	1	0
	Parks					-	-	1	L	L		-	+	-	1	-			1	+	,	10	1	+	1	
	Community Facilities					-		-	-	0 0		1	+	-	+	-		I		-	2 0	0 0	0	+	+	9
Community	Libraries							-	ľ			1	1	+	1	+	-			+	0	2 0	0	+	1	2
Services	Recreation Centres						-		F			-	+	+	-	-			1	+	0	> 0	0	+	1	٥
	Primary Health Care Facilities					+	+	+	1				+	+	-	-	1		+	-	0 0	0	0		+	0
	Cemetries					+	+	1	1	0 0			+	+	1	+	1		1	+	0	0	5	-	1	0
Environmental	Environmental Health		1	T		1	+	+	F	1		1	+	+	+	1			1	+	9	0	9			٥
Managamani	Dollario Contain		1		1	+	-	+		0	0			-	-						0	0	0		_	0
mailagement	Pollution Control		1			1	-	+					1	-	4	-					0	0	0			0
Legal	By-laws					+	1	+						H						-	0	0	0	-		0
	Licensing						-	-					_							-	0	0	0	-		0
Emergency	Fire & rescue					1	-			0 0	0			-					-	-	0	0	0		-	0
Services	Disaster Planning and		1		1	+	-	+					-	-	-					H	0	0	0	-		0
Community	Public Safety							-			0				L				-	-	0	0	0	+		0
Safety	Traffic Management		-	-	-		-	+	-						1	1 2				-	1	m	4			0
Public Transport											0		-	L	L					-	0	0	0	-	f	0
Municipal	LED/IDP/Urban Planning						-	-		0	0		-	H	L				1	-	0	0	0	+	+	0
Planning	Land üse management					-		_			0		-						-	-	0	0	0	-		0
Housing	4		1			-	-	-	Ĺ	1 0	-	-	-	-	L					-	0	-	-	-	t	0
	Roads and Stormwater						-			0 0	0	-	-	-	-		L		-	-	0	0	0	-	t	0
Technical	Solid Waste and Landfill						-	_			0		-						-	-	0	0	0	-		0
Services	Water supply and waste water							L			0				-				-	-	0	0	d	-	+	0
	Electricity							L			0			-						-	0	0	0	-	r	0
	SUB-TOTALS	9	13	10	13	0	0	0	3 16	3 29	45	0	0	2 1	14 10	10	4	3	0	2	16	29	45	-	0	+

Employment profile Total number of employees in the Municipality as at 30 June 2007

Code					Kace								Age categories	gories						DAND	
2000	Employment category	African	Coloured	d Indian	H	White	Total		- 20	2	21-30	31-40	41-50	9	+ 5-	_	Total				
		M	M	F	F	ш	F	- Total		E L	H	¥	M	11	M	2	ı	Total	Σ	LL.	Total
6. Machine Op.	Machine Operators and Drivers																				
	Core Admin			F	-			0 0		_				-	L		0 0	0			0
Corporate	Core Finance																	0			0
Cominge	Legal						0 0	0 0		-				-			0	0			0
SALVICES	IT									-				_	-			0			0
	Procurement				-												0 0	0			0
HR and Training	•		-		-					-				-				0			0
	Property Valuation				-									-	L		L	0			0
Financial	Rates							0 0						-			0 0	0			0
Services	Billing	_						0 0										0			0
	Client Services				-			0 0						-			0 0	0			0
	Parks				L									-	L			0			0
	Community Facilities													_				0			0
Community	Libraries																0	0			0
Services	Recreation Centres				-									-				0			0
	Primary Health Care Facilities							0 0							_			0			0
	Cemetries				_)	0 0	0			0
Environmental	Environmental Health				-		0 0			H				_	L)		0			0
Management	Pollution Control)	0 0	0			0
1	By-laws	_			-				-	F		-		H	H			0			0
regai	Licensing																0 0	0			0
Emergency	Fire & rescue		-		-			0	-								0	0			0
Services	Disaster Planning and															٥		0			0
Community	Public Safety				-		0	0		H				-	H		0 0	0			0
Safety	Traffic Management													_		3		0			0
Public Transport					H					H					H	0		0			0
Municipal	LED/IDP/Urban Planning				H		L							_)	0	0			0
Planning	Land use management															0		0			0
Housing					H									H		0		0			0
	Roads and Stormwater	1	2		-			3		_		2	11			3		3			0
Technical	Solid Waste and Landfill	7	8		_					-		3	9		2	15		15			0
Services	Water supply and waste water	1	6							3		4	2		-	10	0	10			0
	Electricity									-					_	0		0			٥
	SUB-TOTALS	0 6	19	0 0	0	0 0	28 0	28	0	0 4	0 1	0 6	6	0	9	0 28	0	28	0	0	0

Employment profile Total number of employees in the Municipality as at 30 June 2007

			ŀ			Nace									ď	Age cate	categories						DWD	
Code	Employment category	African	_	Coloured		Indian	White	_	Total		- 20	-	21.30	-	34.40	A1.50	5	1.54		Tailed				
		ž	ш	M	H	ш	M		ч	Total	M	IL.	M	-	-	2	3 4	5	2	Otal	- Total	2	1£	Total
7. Labourers																		1	-	1				
	Core Admin		2		2		-	-				1	-	+			=	-	0			ļ	-	
Cornorate	Core Finance		-									-	-			1	+	1	4			7 0		
Services	Legal						-		0 0	0		+		-			-	+		000		0 0		
2001	Ш													-			+	+	-			0 0		
	Procurement							-		0			+	-		1	+	+				2 0		
HR and Training					-			-	L			1	+	+		1	+	+	+				1	
	Property Valuation		1		1		1	-			1	+	+	+	I	1	+	+	+			0 0	1	
Financial	Rates	1	+	-	-		1	+				1	1	+			+	+	+	0 0		0		
Sarvices	Billion	+	+	c	-	1	1	+	Í			+	+	1			1	+	-	0		0		
	Client Services	-	+	7	-	1	-	-			1	+	+	1	2	1	+	+	-	0		33		
	Darks	1	+	-	1	1	+	+	П	9 6		+	1	1		1	+	+	-					
	Community Pacifiliae		1				+				1	+	+	+			1	+	-	0		0		
Community	Charles Common	+	-	-	1		1	+	ı		1	1	-	+			1	-	+	0		0		
omino.	Cipianes	1	+	1		1	+	-	1			+	+	4					-			0		
Services	Recreation Centres	1	1	1			-					-										0		
	Primary Health Care Facilities	1	-														-	-		L				
	Cemetries											-	-					-						
Environmental	Environmental Health						-					-					-	+						
Management	Pollution Control						_					-					-	-	-	0				
1609	By-laws						-					-	-	-			+	+	-					
	Licensing						_					-						-	-					
Emergency	Fire & rescue			H			-	-				-	-	L			-	+	-			0		
Services	Disaster Planning and																	-	_					
Community	Public Safety		H					L				-		-			-	+	-					
Safety				1										-				-						
Public Transport			-	L			-	Ĺ				-	-	L			-	+	-					
Municipal	LED/IDP/Urban Planning	-	+	L			-					-	-			-	1	-	-					
Planning	Land use management		-									-				-	-	+	-					
Housing			-	L			-	F	ı		1	-	-	1		1	+	1	1	ı				
	Roads and Stormwater	1	-	2				L	L		-	-	-	-		-	1	2	-	1				
Technical	Solid Waste and Landfill	15	2	16			-	3	31 2			-	-	=	-	15	-	4	643					
Services	Water supply and waste water	2		10				-					4	3		2	-	3	-					
	Electricity		H				H			0		H					-			0	0			
	SUB-TOTALS	19	4	31 2	2 0	0	0	0 50	9 0	99	0	0	2	1 18	1	18	2	6	2 5			0	0	
Apprentices																								
	Roads and Stormwater		H				-		0 0	0		-	-	_		-	-	-			0			
Technical	Solid Waste and Landfill								0 0	0							F			0 0	0			
Services	Water supply and waste water			2				,,	0	2			-	-							6			
	Electricity								0 0	0			-				-	-		0	0			
	SUB-TOTALS	0	0	2 0	0 0	0	0	0	2 0	2	0	0	-	0	0	0	0	0	0		2	0	0	

Employment profile Number of new recruits employed during the year ending 30 June 2007.

						Race	0									1	de c	Age categories	ories						PWD	٩
Employment category	Afi	ican	ပိ	African Coloured		Indian	×	White	To	Total	Total	- 20	02	21-30		31-4	0	31-40 41-50		+ 51		Total	Total		и	Total
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Legislators	3	-	2	2			-	-	9	4	10					2	-	2	3 2	7	9	4	10			0
Directors and Corporate Managers									0	0	0							-			0	0	0			0
Professionals									0	0	0							-	-	-	0	0	0			0
Technicians and Trade Workers									0	0	0								_	_	0	0	0			0
Community and Personal Service Workers		-							0	1	1				-	-	-				0	-	1			0
Clerical and Administrative Workers	~	2	~	2					2	*	9			-	4	-	-	_	L	L	2	4	9			0
Machine Operators and Drivers									0	0	0					H		_	-	L	0	0	0			0
Labourers		-	2						7	-	3					-	-	H	4		2	1	3			0
Apprentices									0	0	0						-		-		0	0	0			0
TOTALS 4	4	r0	5	4	0	0	₹	-	10	10	20	0	0 0 1		2	4	+	2 3	3	1		10 10	20	0	0	0

Kou-Kamma Municipality Annual Report 2006/2007

Employment profile

New labour market entrants employed during the year ending 30 June 2007

						71	Race										A	е са	Age categories	ries						PWD	ð
Employment category	Afr	African Coloure Indian	Cole	oure	ind	ian	White	iite	To	Total	Total		- 20	21-30	30	31-40	40	41-50	ő	+ 51	1	Total	a	Total			Total
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Legislators									0	0	0							4	4	4	1		9	-	I	I	-
Directors and Corporate Managers									0	0	0	1					1	4	4	+	+	9		9			0
Professionals									9	0	5				1	1	1	1	4	+	+	9		2			9
Technicians and Trade Workers									0	0	0						1	4	4	+	+	9	٥	9			0
																	4	1	4	4	-	1	1				,
Community and Personal Service Workers	_								0	0	0						_			_	_	0	0	0			0
Clerical and Administrative Workers			_						2	0	2			_		_	4	4	1	4	+	2	9	2			5
Machine Operators and Drivers									0	0	0						4	1	4	-	+		9	9			9
Labourers									0	0	0					1	_	4	4	+	+	2	9	9			9
Apprentices									0	0	0					4	1	1	4	+	+	9	0	0			0
TOTALS 1 0 1 0 0 0 0 0	1	0		0	0	0	0	0	2	0	2	0 0 1	0	_	0	-	0	9	9	의	9	2	0	2	0	0	0

Employment profile

Number of interns given structured work experience during the year ending 30 June 2007

	Work area	African	can	Coloured	ıred	Indian	an	White	ite	7	Total	Total	DWD	ð	Total
	2000	M	FI	Z	F	Z	п	3	71	M	71		3	T	
Core	Core Admin									0	0	0			0
Corporate	Core Finance	_		_						2	0	2			0
Services	a									0	0	0			0
										0	0	0			0
_	Procurement									0	0	0			0
HR and Training										0	0	0			0
_	Property Valuation									0	0	0			0
Financial Rates	se									0	0	٥			0
Services Billing	DG .									٥	0	0			0
Clier	Client Services									0	0	0			0
Parks	(S									0	0	0			0
Community	Community Facilities									0	0	0			0
·-	Libraries									0	0	0			0
	Recreation Centres									0	0	0			0
Prim	Primary Health Care Facilities									0	0	0			0
L	Cemetries									0	0	0			0
8	Environmental Health									0	0	0			0
Management Pollu	Pollution Control									0	0	0			0
By-laws	aws									0	0	0			0
	icensing									0	0	0			0
Emergency	Fire & rescue									0	0	0			0
	Disaster Planning and Management									0	0	0			٥
Community Publ	Public Safety									0	0	0			0
	Traffic Management									0	0	0			0
Public Transport										0	0	0			0
_	LED/IDP/Urban Planning									0	0	0			0
	Land use management									0	0	0			0
Housing										0	0	0			0
	Roads and Stormwater									0	0	0			0
Technical Solid										0	0	0			0
Services Wate	Solid Waste and Landfill									0	0	0			0
Eleci	waste and Landfill er supply and waste water	ļ								0	0	0	4		0
Other (specify below)	Solid Waste and Landfill Water supply and waste water Electricity		ļ												
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1	Waste and Landfill er supply and waste water tricity									•	0	0			-

Employment profile

Number of employees who left the enterprise in the year ending 30 June 2007

														ATTA A					1,0850			
African	_				Total	- 20	21-30	31-4	_	_	154	Total T		7	ytal Rasiq	-	tired Re	tranched	Medical			Death
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	African M F	African M F F F 2	African Coloured M F M F 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	African Coloured Indian M F M F M F M 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	African Coloured Jadian White M F M F M F M F M F M F M F M F M F M	African Coloured Indian White Total M F M F M F M F M F 0 0 0 0 0 0 6 3 0	African Coloured Indian White Total Total M F M F M F M F M F M G G G G G G G G G	African Coloured indian White Total Total .20 M F M F M F M F M F O O O O O O O O O O	African Coloured Indian White Total Total .20 21:30 31:4 M F M	African Coloured Indian White Total Total .20 21:30 31:4 M F M	African Coloured Indian White Total Total .20 21-30 31-40 41-50 M F M F M F M F M F M F M F M F M F M	African Coloured Indian White Total Total .20 21:30 31:40 41:50 451 M F M F M F M F M F M F M F M F M F M	African Coloured Indian White Total Total .20 21-30 31-40 45-50 454 Folal M F M F M F M F M F M F M F M F M F M	African Coloured hadian White Total 10tal .20 21:30 31:40 41:50 45! M F M F M F M F M F M F M F M F M F M	African Coloured hadian White Total Total Total 21-30 31-40 41-50 451 Total Total M F M F M F M F M F M F M F M F M F M	African Coloured Indian White Total Total .20 27-30 31-40 41-50 451 Total [Total M F M F M F M F M F M F M F M F M F M	African Coloured Indian White Total Total .20 21-30 31-40 41-50 +51 Total Total M F M F M F M F M F M F M F M F M F M	African Coloured hadian White Total Total Total 21-30 31-40 41-50 451 Total Total M F M F M F M F M F M F M F M F M F M	African Coloured hadian White Total Total -20 21-30 31-40 41-50 +51 Total Total M F WAIF W WAIF M F WAIF M F WAIF W WAIF	African Coloured Indian White Total Total 123 21-30 31-40 451 Total Total Total Total Resigned References Refe	African Coloured Indian White Trial Total 2.20 21:30 31:40 45:50 451 Total Total F. M. F.	African Coloured Indian White Total Total 2.20 21.30 454 Total Total Total 4.50 454 Total Total Total 4.50 454 Total Total Total Find Resigned Reference Ref

Employee qualification profile
Employee qualification profile as at 30 June 2007

					ı			I	Highest level qualifications held by employees	evel qu	salificat	ions he	ld by er	npioye	es						
	Employment category	Below NQF 1	-	NQF 1	Z	NQF 2	NQF 3		NQF 4		NQF 5	_	NOF 6	z	NOF 7	NC.	NOF 8	Unknown	LAMO	Total	Total
		E	Н	E T	E	71	E	71	E .	T	E	TI SE	779	E	T	=	T	¥	771	E	म
1. Legislators																					
	Executive Mayor		Н					\dashv	\dashv	\dashv	\dashv	\dashv		7		٦		4	_	-	-
	Mayor		-						-	-		-			7				_	_	2
1112	Local Government Legislators (Councillors)		_	_					4	ω			1						4	UI A	9
1113	Traditional Leaders & Heads of Villages		H							\dashv									_	0	0
	Other (specify below)		H					Ц	_	Н		\exists									
			-						L		H			П						0	0
	SUB-TOTALS	0 0		0	0	0	0	-	5	-	0 1	0	0	0	0	0	0	0	0	6	10
1. Directors an	Directors and Corporate Managers																				
41434	City/Municipal Manager		-							\dashv	\dashv	\dashv		_						1 0	_
11133	General Managers	_						_		\dashv				٦					_	0	
1211	Corporate Services Managers						_	4	4	\dashv	_	-			-			4	-	0	_
1212	Finance Managers																	4		0	0
1213	Human Resource Managers			_					-	\dashv									4	0	0
1214	Policy and Planning Managers							_	_	\dashv	-	-							4	0	
1221	Engineering Managers	_							_		_	H	П						4	2 0	2
1222	Construction Managers									-	\dashv	\exists						\perp	4	0	0
1231	ICT Managers							_	_	_	-	\dashv						_	-	0	
1251	Health, Welfare and Education Service Managers		_						-	\dashv	-	\dashv							-	0	
12922	Commissioned Fire Officer		_	_				_	_		-	\dashv						4	4	0	٥
12923	Commissioned Police Officer (Metro/Fraffic Police)									\dashv	\dashv								-	0	0
12991	Laboratory Managers																	4		0	0
12992	Environment, Parks and Land Care Managers																		4	0	9
*2993	Sports Administrator or Manager									_	_								_	0	0
12994	Arts Administrator or Managers		_							-								_	-	0	-
1491	Sport and Recreation Managers									Н									\dashv	0	0
1492	Customer Services Managers							_	_											0 0	0
	Other (specify below)																				
Community ServicesManager	cesManager		-																	1 0	1
	SUB-TOTALS	0 0	0	0	٥	0	0	0	2 0	_	_	0	0	_		0	0	0	0	1	ćs.

Employee qualification profile
Employee qualification profile as at 30 June 2007

Legal Property Valuation	2. Professionals	Employment category S Core Admin Core Finance	Below NOF 1	W 1 9	M NOF 1	M F	NOF 3		M NOF 4	E Z	NOF4 NOF5 WOF6 NOF	MOF 6	F 6	1 1 1 1			■ NOF	NOTE S	I NOT	NOTE SO
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Property Valuation Rates Billing Client Services Parks Community Facilities Libraries Recreation Centres Primary Health Care Facilities Cennetities Primary Health Care Facilities Cennetities Primary Health Care Facilities Control Primary Health Care Facilities Control Primary Health Care Facilities Control Pullifonnmental Health Pollution Control By-laws Licensing Fire & rescue Disaster Planning and Management By-laws Licensing Fire & rescue Disaster Planning and Management LED/IDP/Urban Planning LED/IDP/Urban Planning LED/IDP/Urban Planning Roads and Stormwater Solid Waste and Landfil Wester supply and waste water E'ectricity Fire Sciricity Fi	Services	1.egaí		_			\perp	\perp	-	+			\perp	\perp	1 1	-				\vdash
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Client Services Parks Community Facilities Libraries Recreation Centres Primary Health Care Facilities Cemetities Community Facilities Recreation Centrel Pollution Control By-laws Licensing Fire & rescue Disaster Planning and Management Public Safety Traffic Management Public Safety Traffic Management Roads and Stormwater Solid Waste and Landfil Water supply and waste water E'ectricity E'ectricity E'ectricity	Financial	Rales														_				0 0
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Community Facilities Libraries Recreation Centres Primary Health Care Facilities Cemetries Environmental Health Pollution Control By-laws Licensing Fire & rescue Disaster Planning and Management Public Safety Traffic Management LED/IDP/Urban Planning Lend use management Lend use management Roads and Stormwater Solid Waste and Landfil Water supply and waste water E'ectricity E'ectricity		Parks					_	_	_											0 0
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nsport	Sarety			_				_		-										0 0
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	Planning	Land use management		_												Н				0 0
	Housing																			0 0
		Roads and Stormwater						Н												0 0
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Eectraty	Services	Water supply and waste water						_					_							0 0
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Employee qualification profile Employee qualification profile as at 30 June 2007

Corporate Corp		Employment category	M NG	Below NQF 1	NO NO	7 7	NQF 2		NQF 3		NOF 4	EZ	NOF4 NOF5 NOF6	NOF 6	F M NOT	NQF7	#1 7	NOF 8	77 52	-	Unknown	Unknown Total
Core Finance	3. Technicians:	and Trade Workers																	1 1			
Core Finance		Core Admin								Н									. 1			0
Legal IT IT IT IT IT IT IT I		Core Finance																	. 1			0
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Parks		Client Services				_		-	-	-								4	_			0
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Pointary Hearth Care Facilities		Community Facil ties																_				0
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Primary Hearth Care Facilities		Recreation Centres																				0
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Licensing	000	By-laws				_			_	Н							_		_			0
y Fire & rescue Image: Control of the c	60	Licensing							_													0
Disaster Planning and Management	Emergency	Fire & rescue							_	_	_											0
Public Safety Traffic Management IteDiIDP/Urban Planning Land use management Roads and Stormwaler Solid Waste and Landfill Water supply and waste water Electricity	Services	Disaster Planning and Management							-	_						_						0
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Roads and Stormwaler Solid Waste and Landfill Water supp y and waste water Electricity	Planning	Land use management								_												0
	Housing							Н			_	-			Ц							1
		Roads and Stormwaler						_	_		_											0
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Electricity	Services	Water supp y and waste water						_	_										_			0
		Electricity						_	Н													0

Employee qualification profile Employee qualification profile as at 30 June 2007

				1001			Highe	st level	Highest level qualifications held by employees	ons held	by emp	loyees						
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Community	4. Community and Personal Service Workers														-	┨		1
	Core Admin					-	_		_	-		-	-	F	\vdash	-	ŀ	°
rnorale	Core Finance												-	-		0	0	0
Services	Legal															0	0	-
	<u>k</u>											-			-	0	0	-
	Procurement												-	-		0	0	0
HR and Training														\vdash	\vdash	٥	٥	0
	Property Valuation											+			\vdash	0	0	0
Financial	Rates													-	-	0	0	0
vices	Billing											-			-	0	0	9
	Client Services											-			H	0	-	-
	Parks													-		0	٥	9
- Alminim	Community Faculties			_											L	0	۰	0
Services	Libraries			_	2	-		-						-	-	-	177	*
	Recreation Centres								_			-		\vdash	\vdash	٥	0	0
	Primary Health Care Facilities										-					0	0	0
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Environmental	Environmental Health								+		-		 			٥	-	-
Wanagement	Pollution Control		1												_	0	0	0
Legal	By-laws		1											-		۰	-	0
	Licensing													H	_	0	0	0
Emergency	Fire & rescue		1				2						_			8	0	8
rices	Disaster Planning and Management														_	9	٥	0
Community	Public Safety						es									m	٥	177
Alaibo	Traffic Management			-			-	-	7							80	+	o
Public Transport										-					-	-	۰	-
Municipal	LED/IDP/Urban Planning														_	0	0	0
Bulut	Land use managament													-	-	-	0	9
Housing				_								_		_		٥	٥	0
	Roads and Stormwater											_		-		0	o	0
Technical	Solid Waste and Landfill								-							0	0	0
vices	Water supply and waste water															0	0	0
	E.ectr.city		1													٥	٥	٥
	SUB	SUB-TOTALS 0	0	0 0	0 2	1 0	9	24	7	*	0	0	-	5	•		,	-

Employee qualification profile Employee qualification profile as at 30 June 2007

		_						High	rest lev	el quali	fication	Highest level qualifications held by employees	v empl	Wees						
	Employment category	Below NQF 1		NQF 1	NOF 2	. 2	NOF 3		NOF 4	Z.	NOF 5	NQF 6	9	NOF 7	RO	NOF 8	Unknown		Total	Total
		M	W L	UL.	M	4	*	2	4	M	Œ	2	F	M F	3	L	7	×	LL.	_
5. Clerical and	5. Clerical and Administrative Workers																			
	Core Admin		Н			+	1	2	9	L	2		-					6	6	12
	Core Finance		1				1	3	-			+	-	-				9	60	6
Services	Legal					-												0	0	0
	IT					_		H	_									0	0	0
	Procurement					-		L	L				-					0	0	0
HR and Training											1							0	-	-
	Property Valuation								+									0	-	-
Financial	Rales		-			+		2	4	2	1							ND .	9	£
Services	Billing						-	_	-		2		1					0	4	4
	Cilent Services					-			-								_	0	8	2
	Parks							_										0	0	0
	Community Facilities					-		_										0	0	0
Services	Libraries		_					_										0	0	0
	Recreation Centres	_	_				_	_								_		0	0	٥
	Primary Health Care Facilities		Н				_											0	0	0
	Cemetries		_					_								_		0	0	0
Environmental	Environmental Health																	0	0	0
Management	Politition Control																	0	0	0
	By-laws		_										_					0	0	0
Legal	Licensing																_	0	0	0
Emergency	Fire & rescue		_															0	0	0
Services	Disaster Planning and Management		_															0	0	0
Community	Public Safety												H					0	0	0
Safety	Traffic Management							1	3									-	m	4
Public Transport	ę																	0	0	0
Municipal	LED/IDP/Urban Planning		_					_										0	0	0
Planning	Land use management																	0	0	0
Housing											1							0	-	4-
	Roads and Stormwater		3				-											3	0	m
Technical	Solid Waste and Landfill	-	11		2		1											15	0	45
Services	Water supply and waste water		2		-	-	1	9										40	0	9
	Electricity		_															0	٥	٥
	SUB-TOTALS	S 1 0	18	0	62	3	3	14	11	2	7	-	N	0	0	0	0	43	30	73

Ti,

Employee qualification profile Employee qualification profile as at 30 June 2007

							Highest	evel oual	Acations	held by em	DOVERS						
	Employment category	Below NOF 1	_	NOF 1	NOF 2	NOF 3	NOF	Z	2F 5	NQF 4 NQF 5 NQF 6 NQF	NOF 7	NOF 8	00	Unknown	Total		Total
		X	M	Œ.	M	7	¥	M.	u.	1	¥	×	ц,	M	2	68	
6. Machine Ope	6. Machine Operators and Drivers										ł						
	Core Admin										_			-	0	0	0
Cornorate	Core Finance														0	0	0
Services	Legal														0	0	0
	IT.														0	0	0
	Procurement														0	0	0
HR and Training															0	0	0
	Property Valuation														0	0	0
Financial	Rates														0	0	0
Services	Bilting														0	0	0
	Client Services														0	0	0
	Parks														0	0	0
1	Community Facilities														0	0	0
Services	Libraries														0	0	0
	Recreation Centres														0	0	0
	Primary Health Care Facilities														0	0	0
	Cemetries														ъ	0	0
Environmental	Environmental Health														0	0	0
Management	Pollution Control														0	0	0
lecal	By-laws														0	0	0
	Licensing														0	0	0
Emergency	Fire & rescue														0	0	0
Services	Disaster Planning and Management														0	0	0
Community	Public Safety														0	0	0
Safety	Traffic Management														0	0	0
Public Transport													-		0	0	0
Municipal	LED/IDP/Urban Planning														0	0	0
Planning	Land use management			_											0	0	0
Housing															0	0	0
	Roads and Stormwater														0	0	0
Technical	Solid Wasie and Landfill														0	0	0
Services	Water supply and waste water														0	0	0
	Electricity														0	0	0
	SUB-TOTALS	0 0	0	0	0 0	0 0	0	0 0	0	0 0	0 0	0	0	0 0	0	0	0

Employee qualification profile Employee qualification profile as at 30 June 2007

			-	7 300	MOES	1000	1	t level c	nalification	Highest level qualifications held by employees	ployees	a aon	-	Horlespoor	Total		
	Employment category	NOF		N. C.	NUFZ	NCT 3		d L				3	_	HINISOMIL	900		Total
		M	Н	Z Z	Z	M	2		1	1	3	3	L.	F	3		T
7. Labourers																ŀ	
	Core Admin			3		-									0	44	4
	Core Finance														0	0	0
Corporate	aca											_			0	0	0
Services															0	0	0
	Dynisamani														0	0	Q
of all Total State	TO CONTROL OF THE PARTY OF THE		-												0	0	0
A PROPERTY OF THE PARTY OF THE	December 19th resident		-	-											0	0	0
	riopenty valueand		-	-											0	0	0
Services	Kales		+	-	-	-									3	0	172
	Billing	+	+										-		0	0	0
	Client Services	+	+	-	-	-		1			-		-		0	0	0
dim	Telko	-	+	+	-								-		0	0	0
Community	Commonly recines	+	+				-						\vdash		0	0	0
Services	Charles Produce	+	+	-	-										0	0	0
	Necreation Cerusas	+	+	+	-		-	1					-		0	0	-
	Primary Health Care Facilities	1	+	1	-	1	1		+		1	-	\dagger	1	+	+	
	Cemetries		+	-			1		-		1	+	+		+	+	T.
Environmental	Environmental Health			-									+	-	+	-	0
Management	Pollution Control														0	0	0
	8v-jaws														0	0	0
Legal	Licensing		-												0	0	0
Emergence	Fire & rescue		-												0	0	0
Services	Disaster Planning and Management		-										-		0	0	0
	Only Control of the C	-	+	-									_		0	0	0
Community	Total Manager	-	-	-									-		-	0	-
		+	+	-	-	+		+					-		0	0	0
Public Transpor		+	+	+		+		1	1					-	+	6	6
Municipal	LED/IDP/Urban Planning		+	-			1		-			+	+	-	+	+	0
A. IIII III	Land use management	+	+			+			-						0	0	0
Housing		+	+	-	-	+			+	-			+		-	+	6
	Roads and Stormwater	+	+	2 :	-	+	+		+		-	1	T	-	+	+	33
Technical	Solid Waste and Landfill	2	-	16	2	9	+		+	-	1		+	-	+	+	10
Services	Water supply and waste water		+	6	2	-	-		-	1	-	+	1	+	+	+	!
	Electricity		+		1	1	+		+	+	+	+	+	+	+	+	5 4
	SUB-TOTALS	2	-	30 3	5 0	-	2 6	0	0	0	0		3	0	-	+	8
Apprentices		-		-				-	-	-			F	-		-	6
	Roads and Stormwater										-	-	+	+	+	+	,
Technical	Solid Waste and Landfill												+		+	+	0
	Water supply and waste water		-			1	-						1		+	+	2
	Electricity												-	\dashv	+	+	
	SUB-TOTALS	0	0	0 0	0	-	0 1	0	0 0	-	0 0	-	-	+	-	-	2
	TOTALS	6	1	49 3	89	12	3 36	22	10 9	2 2	2 1	0	0	0 0	122 4	46	168

-

Courses attended by Koukamma Councillors and Employees	Total
Batho Pele	3
Fire Fighting	1
Skills Development Facilitation	1
Water Purification	5

2.2.1 Challenges

Councillors and staff in their busy schedules find it difficult to prioritise training matters and therefore there is never 100% attendance on courses.

The status of training committees in the municipality is also a matter of concern. A strategy is to be developed to improve the training programme of the municipality.

2.3 Employer/Employee Relations

The Koukamma Municipality and organised labour generally continued with their spirit of mutual respect and co-operation during the period under review despite the illegal strike action that took place and for which disciplinary procedures were implemented.

The Local Labour Forum, a committee comprising of representatives from the employer and the employee components which deals with human resources related matters is in place. Of the twelve meeting scheduled for the year only four took place. All recommendations emanating from this forum are referred to Council for approval and implementation.